

Programmes Committee (PC)

Thursday 28 April 2016
Confirmed Minutes

Present

Dr Lorraine Craig, Dr Martyn Kingsbury, Professor Myra McClure, Professor Emma McCoy (Chair), Dr Edgar Meyer, Dr Jane Saffell, Mr Chun-Yin San, Mr Daniel Smith (secretary), Professor Alan Spivey, Ms Betty Yue

Apologies

Professor Sue Gibson, Mr Liucheng Guo, Ms Lucinda Sandon-Allum, Dr Roberto Trotta, Ms Judith Webster, Ms Sophie White, Professor Denis Wright

In Attendance

Professor Martyn Boutelle (for item 5.1), Ms Savannah Hersov, Ms Louise O'Sullivan (for item 5.1) Dr Andrew Williamson (for item 5.2)

1 Welcome and Apologies

The chair welcomed attendees to the meeting and apologies, as above, were noted.

2 Minutes of the Previous Meeting [PC.2015.30]

The minutes of the previous meeting were approved with two amendments

2.1 Minute 12 – Any other business

12.1 *The committee recommended the use of a panel approach to considering new programme proposals*

12.2 *The committee recommended that the paperwork for new programme proposals was reviewed to ensure that the expectations were clear to departments and key information was easily accessible by the committee.*

3 Matters Arising

There were no matters arising not appearing elsewhere on the agenda.

4 Strategic Approval of New Programmes

There were no new programmes to be considered for strategic approval

5 New Programme Proposals

5.1 MSc Human and Biological Robotics [PC.2015.31]

The Committee considered a proposal from the Department of Bioengineering to introduce the above programme with effect from October 2016. The proposal was presented by Professor Martyn Boutelle and Ms Louise O'Sullivan of the Department of Bioengineering.

5.1.1 The committee recommended that the Department review the learning outcomes of the programme and its modules in collaboration with the Educational Development Unit. The committee noted that the learning outcomes for the module BE9-MHASP (Hearing and Speech Processing) were well designed and structured and could be used as an exemplar.

5.1.2 The committee recommended that the Department clarify in the programme specification that students will be invited to attend an interview. The purpose of the interview is, in part, to assess the student's ability to meet the mathematical aspect of the additional entry requirements.

5.1.3 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2016 subject to the two recommendations above.

Post Meeting Note

Chair's action was taken on behalf of QAEC to endorse the committee's recommendation.

5.2 MSc Quantum Engineering (1+3) [PC.2015.32]

The committee considered a proposal from the Department of Physics to introduce the above programme with effect from October 2016. The programme was presented by Dr Andrew Williamson of the Department of Physics.

- 5.2.1 The committee noted that the learning outcomes could have been better structured and designed in order to provide a coherent picture of how each module contributed to the programme learning outcomes as a whole.
- 5.2.2 The committee further noted that the assessment methods used on each module could have been designed with greater consideration for the programme's assessment strategy as whole.
- 5.2.3 The committee noted that it was not clear how existing modules taken from different departments would work together with new modules to meet the department's aims and intentions for the programme.
- 5.2.4 The committee further noted that the department (in their response to the external reviewers) did not fully explore opportunities to ensure coherence across the programme as a whole.
- 5.2.5 The committee invited the department to work with the Educational Development Unit (EDU) and Registry to further develop the proposal.

6 Major Modifications to Existing programmes

6.1 MSc Biomedical Engineering [PC.2015.33]

The committee considered a proposal from the Department of Bioengineering to adjust the assessments of three modules on the above programme with effect from October 2016.

- 6.1.1 The committee noted that these modules were shared with the proposed MSc Human and Biological Robotics (item 5.1 above). The proposal to adjust the assessments followed the advice of external reviewers and ensured that the modules remained the same across both programmes.
- 6.1.2 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2016.

Post Meeting Note

Chair's action was taken on behalf of QAEC to endorse the committee's recommendation.

6.2 MRes Stochastic Analysis & Mathematical Finance [PC.2015.34]

The committee considered a proposal from the Department of Mathematics to withdraw a number of modules and introduce additional modules to the above programme with effect from October 2016.

- 6.2.1 The committee agreed to recommend the proposals to QAEC for approval with effect from October 2016.

Post Meeting Note

Chair's action was taken on behalf of QAEC to endorse the committee's recommendation.

6.3 MSc Sustainable Retirement Investment and Management [PC.2015.35]

The committee considered a proposal from the Centre for Environmental Policy to change the entry point of the above programme with effect from October 2016.

- 6.3.1 The committee noted that the programme was first approved in November 2014 with a start date in June 2015. The entry point and start date were subsequently moved to March 2016

with the approval of the Master's Quality Committee (Business, Engineering and Physical Sciences). The committee further noted that the programme had not yet run.

- 6.3.2 The committee agreed to recommend the proposals to QAEC for approval with effect from October 2016.

Post Meeting Note

Chair's action was taken on behalf of QAEC to endorse the committee's recommendation.

6.4 MRes Neurotechnology [PC.2015.41]

The committee considered a proposal from the Department of Bioengineering to change the assessment of the module BE9MRRE (Neurotechnology Research Project) with immediate effect. This proposal was considered under any other business.

- 6.4.1 The committee noted that this was an in-session change. The committee further noted that there were 12 students currently registered and that all students had been consulted and agreed to the proposal.

- 6.4.2 The committee agreed to recommend the proposals to QAEC for approval with immediate effect.

Post Meeting Note

Chair's action was taken on behalf of QAEC to endorse the committee's recommendation.

7 Suspensions and Withdrawals of Existing Programmes

7.1 MSc Epidemiology (streams) [PC.2015.36]

The committee considered a proposal from the School of Public Health to withdraw three streams of the above programme with immediate effect.

- 7.1.1 The committee agreed to recommend the proposal to QAEC for approval with immediate effect.

Post Meeting Note

Chair's action was taken on behalf of QAEC to endorse the committee's recommendation.

7.2 MSc Actuarial Finance [PC.2015.37]

The committee noted that this proposal had not been received and would be considered at a future meeting.

7.3 MSc Petroleum Geophysics [PC.2015.38]

The committee considered a proposal from the Department of Earth Science and Engineering to suspend the above programme for one year with effect from October 2017.

- 7.4 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017.

Post Meeting Note

Chair's action was taken on behalf of QAEC to endorse the committee's recommendation.

8 New Short Course Proposals

There were no new short courses to be considered.

9 Modifications to Existing Short Courses

9.1 Surgical Innovations Short Course [PC.2015.39]

The committee considered a proposal from the Department of Surgery and Cancer to add two new modules to the above short course with effect from October 2016.

9.1.1 The committee recommended that the department clarify the learning and teaching hours assigned to each module to ensure these were accurately recorded.

9.1.2 The committee agreed to approve the proposal with effect from October 2016 subject to the recommendation above.

10 **Suspensions and Withdrawals of Existing Short Courses**

There were no proposals for the suspension or withdrawal of existing short courses to be considered

11 **Chair's Report [PC.2015.12]**

11.1 The committee noted action taken by the Chair on behalf of the committee.

11.2 The committee noted that department should take care to ensure the robustness of their programmes in particular those in specialist or advanced disciplines. The committee considered the relative benefits of offering a variety of elective modules within a single programme versus named specialist programmes.

ANY OTHER BUSINESS

12 There were no further items of other business not appearing elsewhere in the minutes.

13 **Dates of Meetings**

Thursday 26 May, 10:00, Drawing Room, 170 Queen's Gate

Thursday 30 June, 09:30, SALC 8, Level 5, Sherfield Building